

# ROUTING AND RECORD SHEET



**INSTRUCTIONS:** Officer designations (see separate sheet) should be used in the "To" column. Under each comment a line should be drawn across sheet and each comment numbered to correspond with the number in the "To" column. Each officer should initial (check mark insufficient) before further routing. This Record and Routing Sheet should be returned to Registry.

FROM:

ACCESSION NO.

DATE RECEIVED IN S. A.

*WFF / Personnel*

TO	ROOM NO.	DATE		OFFICER'S INITIALS	COMMENTS
		RECEIVED	FORWARDED		
1. 		8 Oct 51		<i>[initials]</i>	
2.					
3. <i>OSO/TR</i>	<i>1050</i>		8-17	<i>[initials]</i>	<i>atten: </i>
4.					
5. <i>Chief ADIR</i>				<i>[initials]</i>	<i>3-5: recommend approval</i>
6. <i>Finance Dir</i>			10-15-51	<i>[initials]</i>	
7. <i>FD Registry</i>					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					